

CITY OF BETHLEHEM
INTER-DEPARTMENTAL CORRESPONDENCE

SUBJECT: Request for Approval by City Council of Contract Award or Contract Price Increase Pursuant to City Ordinance, Article 121.05 (a)

Project or Contract Reference: South Bethlehem Planning Study

TO: City Council, all members, and Council Solicitor

FROM: Alicia Miller Karner, Department Head

DATE: September 4, 2019

On behalf of the Administration, pursuant to City Ordinances, Article 121.05, I request City Council's approval of the following recommendation of the referenced contract award or price increase.

- Check Type of Contract or Change:

_____ The contract is for over \$50,000 and required to be bid under the Third Class City Code. We have advertised the above referenced project and received qualified bids. We recommend award of the contract to the bidder identified and for the reasons stated below.

_____ The recommendation is for a price increase of 10% or more for an existing contract over \$50,000 that was previously bid and awarded under the Third Class City Code.

 X The contract is for the engagement of professional services. We have received and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services. We recommend award of the contract.

- Is the contract appropriation or price increase included in this year's budget? X yes
_____no

- Identify contract funding sources (general fund, grants, loans, etc.....):

Certified Local Government Grant	\$22,000
General Fund Budget	\$24,000

- The name and address of the recommended Contractor/Vendor/Professional Service Provider/Lowest Responsible Bidder are:

Urban Research and Development Corporation
81 Highland Avenue, Suite 120
Bethlehem PA 18015

- Term of contract or estimated completion date, subject to standard extensions:
March 31, 2020
- Description of project or scope of services to be provided:
Review current planning and zoning policies and ordinances in South Bethlehem and provide recommendations for revisions to address compatibility between new development and historic district ordinances and policies.
- State the actual or estimated price to the City or the proposed Department budget allowance for the initial term; and state payment rate per unit of service if applicable:
General fund budget currently includes \$25,000 for this project
- Number of renewal term options and duration of each renewal, if any: None
- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised: Not Applicable
- Reasons for recommendation of Administration and Council approval of contract:

Consulting team provided the most reasonable project cost related to the scope of work required. Consulting team is very knowledgeable of the City of Bethlehem and its current demand for development. Consulting team is extremely knowledgeable about zoning, historic preservation and other related issues.

Please approve this recommendation by passing the accompanying resolution. A vote of final approval is requested at the first City Council agenda listing of this matter.

By: _____

Department Head

Copies To: Mayor
Director of Administration
Director of Budget and Finance
Law Bureau
Purchasing Bureau
Controller

Attachment: proposed resolution

RESOLUTION NO. _____

Authorization for Contract or Amendment under Article 121.05(a)

BE IT RESOLVED by the Council of the City of Bethlehem that the Mayor and the Controller and/or such other City officials as deemed appropriate by the City Solicitor, are hereby authorized to execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the following named contractor, for the uses and purposes indicated in the supporting Recommendation of Award of Bid or Contract dated 8-12-2019_____:

1. Name of Contractor: Urban Research and Development Corp._____
2. Project or Contract Reference: South Bethlehem Planning Study_____

Sponsored by _____

ADOPTED by Council this _____ day of _____, 20__.

President of Council

ATTEST:

City Clerk